

Federal Family Education Loan Program
Preclaim Request Form

Guarantor Identification

I. PRECLAIM INFORMATION

1. Preclaim Type

2. Request Dt

II. BORROWER INFORMATION

3. Social Security #

4. Name (Last, First, MI)

6. Address

5. AKA

7. Valid?

8. Address Effective Date

9. Home # ()

10. Valid?

11. Other # ()

12. Valid?

13. Work # ()

14. Valid?

15. Employer

16. Last School Attended

17. Code

18. Last OSD

III. REFERENCE INFORMATION

19a. Name

19b. Name

20a. Address

20b. Address

21a. Valid?

22a. Relationship

21b. Valid?

22b. Relationship

23a. Home # ()

24a. Valid?

23b. Home # ()

24b. Valid?

25a. Other # ()

26a. Valid?

25b. Other # ()

26b. Valid?

IV. LOAN INFORMATION

A. LOAN-LEVEL INFORMATION

27. Loan Type

28. Loan ID

29. 1st Disb Dt

30. \$ Curr Prin Bal

31. \$ Accrued Int

32. Dt Loan Sold

33. Dt Servicer Resp

B. ACCOUNT-LEVEL INFORMATION

34. Pmt Due Dt

35. \$ Pmt Amt

36. Last Pmt Dt

37. \$ Last Pmt Amt

38. \$ Amt Delinq

39. # Days Delinq

C. DEFERMENT AND FORBEARANCE INFORMATION

40. AC _____

EH _____

NO _____

PL _____

TE _____

UE _____

WM _____

AP _____

IR _____

PC _____

TD _____

TS _____

UN _____

FS _____

V. ENDORSER/COMAKER/PLUS STUDENT (E/C/S) INFORMATION

41. Loan ID

42. E/C/S Code

43. E/C/S Name

44. Social Security #

45. Address

46. Valid?

47. Home #

48. Valid?

VI. LENDER/SERVICER INFORMATION

49. Lender ID

50. Servicer ID

51. Lender/Servicer Name

52. Lender/Servicer Address

53. Borrower Contact

54. Contact's # ()

55. Prepared By

56. Preparer's # ()

Instructions for Completing Preclaim Request Form

This form is designed to be used as a request for preclaim assistance. On the basis of this request, the guarantor also will initiate supplemental preclaim assistance, unless otherwise notified by the lender. All loans included on the Preclaim Request Form must have the same loan type, due date, and interest-paid-through date. When completing this form, print or type all information and complete all fields. Use the Preclaim Edit Table to identify which fields are required and provide the requested information; for fields that are not required and information is not available (or not applicable), complete alpha fields with "NA" and fill numeric fields with zeroes. All date fields must be completed with numerics in MM/DD/CCYY format. Address/phone "Valid" fields must be completed with a "Y" for "yes" or an "N" for "no"; indicate "Y" unless the information is known to be invalid. If the number of preclaimed loans requires more space than is provided, attach a separate Preclaim Request Form with the following information completed: Section II (Social Security Number and Name), Section IV (all of Part A), and Section V (if applicable).

I. PRECLAIM INFORMATION:

1. **Preclaim Type:** Provide the appropriate two-letter preclaim type from the following key:
SK - Skip assistance request to be used **only** for an account not otherwise eligible for preclaim (if this assistance is offered by the guarantor).
DF - Preclaim assistance request for a borrower delinquent on monthly payments.
DQ - Preclaim assistance request for a borrower delinquent on payments due less frequently than monthly.
2. **Request Dt:** Enter the date the Preclaim Request Form was generated.

II. BORROWER INFORMATION:

3. **Social Security #:** Provide the borrower's social security number (Do **not** submit a Preclaim Request Form without a social security number).
4. **Name (Last, first, MI):** Provide the borrower's last name, first name, and middle initial.
5. **AKA:** Provide previous or alternative name(s) used by the borrower (e.g., maiden name).
- 6-7. **Address and Valid?:** Provide the borrower's last-known complete address (apartment #, box #, street address, city, state, and zip code plus four); indicate the validity of the address by entering a "Y" or an "N" in the appropriate field.
8. **Address Effective Date:** Provide the date the lender first became aware of the valid address. Required only when reporting a valid address.
- 9-14. **Home #, Other #, Work #, and Valid?:** Provide the home phone #, work phone #, and/or other phone # (including area code) for the borrower, if any or all are available; indicate the validity of each number by entering a "Y" or an "N" in the appropriate field. If no number is available, do not respond with either "yes" or "no".
15. **Employer:** Provide the name, phone #, and address of the borrower's place of employment, if known.
16. **Last School Attended:** Provide the name of the last-known eligible school attended by the borrower or attended by the student for a PLUS loan.
17. **Code:** Provide the six- or eight-digit Department of Education code of the last-known eligible school attended by the borrower.
18. **Last OSD (Out-of-school Date):** Provide the date the Stafford loan borrower is last enrolled at least a half time, before any grace period and the initial conversion of the loan to repayment, or the date the PLUS/SLS student borrower ceased eligibility for an in-school deferment (for immediately deferred loans only). For Consolidation loans, and for PLUS/SLS loans not immediately deferred, indicate the latest disbursement date. The latest disbursement date on the beginning loan balance for Consolidation loans should be used if the lender did not establish a new due date when an add-on was accomplished. If the lender did establish a new due date with an add-on loan, the disbursement date for the add-on should be provided.

III. REFERENCE INFORMATION:

19. **Name:** In 19a. and 19b., provide the last name, first name, and middle initial of two references (preferably from the borrower's most recent application or exit interview information).
- 20-21. **Address and Valid?:** In 20a. and 20b., provide the complete address (including city, state, and zip) for each reference; indicate the validity of the address by entering a "Y" or an "N" in 21a. and 21b.
22. **Relationship:** In 22a. and 22b., provide the relationship of the reference to the borrower using the following codes: E = employer, F = friend, G = guardian, O = other, P = parent, R = relative, S = sibling, M = spouse, or N = not available.
- 23-24. **Home # and Valid?:** In 23a. and 23b., provide the home phone # (including area code) for each reference; indicate the validity of the number by entering a "Y" or an "N" in 24a. and 24b.
- 25-26. **Other # and Valid?:** In 25a. and 25b., provide another phone # (including area code) for each reference (e.g., place of employment); indicate the validity of the number by entering a "Y" or an "N" in 26a. or 26b. If no number is available, do not respond with either "yes" or "no".

IV. LOAN INFORMATION:

A. LOAN-LEVEL INFORMATION:

- Provide the requested information for each loan (note level) included on this Preclaim Request Form.
27. **Loan Type:** Provide the loan type for each loan listed using one of the following codes: SF = Subsidized Stafford, including non-subsidized disb. prior to 10/92; SU = Unsubsidized Stafford; PL = PLUS; SL = SLS; CL = Consolidation. If the borrower is delinquent on more than one type of loan, a separate Preclaim Request Form must be submitted for each loan type. Note: Subsidized and unsubsidized Stafford loans that have been combined into one repayment schedule may be combined in one preclaim request.
 28. **Loan ID:** For each loan listed, provide the loan identifier code, file number, guarantee date, or guarantee amount, as required by the guarantor of the loan(s).
 29. **1st Disb Dt:** For each loan listed, provide the date of the first disbursement, as specified in the lender's records.
 30. **\$ Curr Prin Bal:** For each loan, provide the current principal balance (including all reinsured and unreinsured capitalized interest) due on the date preclaimed.
 31. **\$ Accrued Int:** For each loan, provide the accrued interest due on the date preclaimed.
 32. **Dt Loan Sold:** For each loan that has been purchased from another lender, provide the date the loan was purchased. If the loan is not purchased from another lender, enter zeroes.
 33. **Dt Servicer Resp:** For each loan, provide the date on which the current servicer assumed responsibility for servicing the loan, as applicable. If the loan is not being serviced, enter zeroes.

B. ACCOUNT-LEVEL INFORMATION:

- Provide the requested information applicable to all loans (borrower level) included on this Preclaim Request Form.
34. **Pmt Due Dt:** Provide the due date of the borrower's first unmet payment.
 35. **\$ Pmt Amt:** Provide the amount of the borrower's currently scheduled installment.
 36. **Last Pmt Dt:** Provide the most recent date that a payment was received.
 37. **\$ Last Pmt Amt:** Provide the amount of the most recent payment.
 38. **\$ Amt Delinq:** Provide the total amount the borrower was past due (including late charges) when the Preclaim Request Form was generated.
 39. **# Days Delinq:** Provide the # of days delinquent when the Preclaim Request Form was generated.

C. DEFERMENT AND FORBEARANCE INFORMATION:

- Provide the total number of deferment and/or discretionary forbearance months granted to the borrower for each applicable code.
40. **Code Key:** AC = Action Programs (36 months); AP = Armed Forces or Public Health Service (36 months); EH = Economic Hardship (36 months); IR = Internship/Residency (24 months); NO = NOAA (36 months); PC = Peace Corps (36 months); PL = Parental Leave (6 months per occurrence); TD = Temporary Disability (36 months); TE = Tax-Exempt Organizations (36 months); TS = Teacher Shortage (36 months); UE = Unemployment (36 months); UN = Unemployment (24/36 months); WM = Working Mother (12 months); FS = Discretionary Forbearance.

V. ENDORSER/COMAKER/PLUS STUDENT (E/C/S) INFORMATION:

- Complete this section if any preclaimed loan has either an endorser or comaker or is a PLUS loan.
41. **Loan ID:** Repeat the applicable Loan ID from Section IV.
 42. **E/C/S Code:** Provide "E" if the individual listed is an endorser; "C" if the individual listed is a comaker; "S" if the individual listed is a PLUS student.
 43. **E/C/S Name:** Provide the last name, first name, and middle initial of any endorser, comaker, or PLUS student for each loan(s) listed. If an endorser or comaker exists on a PLUS loan, list both the endorser or comaker and the PLUS student information.
 44. **Social Security #:** Provide the social security number for the endorser, comaker, or PLUS student, as applicable.
 - 45-46. **Address and Valid?:** Provide the last-known complete address (apartment #, box #, street address, city, state, and zip code plus four) for the endorser, comaker, or PLUS student; indicate the validity of the address by entering a "Y" or an "N" in the appropriate field.
 - 47-48. **Home # and Valid?:** Provide the home phone # (including area code) for the endorser, comaker, or PLUS student if any or all are available; indicate the validity of each number by entering a "Y" or an "N" in the appropriate field. If no number is available, do not respond with either "yes" or "no".

VI. LENDER/SERVICER INFORMATION:

49. **Lender ID:** Provide the six-digit Department of Education lender code and, as applicable, the four-digit non-Department of Education suffix of the lender or the current holder.
50. **Servicer ID:** If the account is being serviced, provide the six-digit Department of Education servicer code.
51. **Lender/Servicer Name:** If the account is being serviced, provide the servicer's name; if there is no servicer, provide the lender's name.
52. **Lender/Servicer Address:** If the account is being serviced, provide the servicer's address; if there is no servicer, provide the lender's address.
53. **Borrower Contact:** Provide the name of the person or unit the borrower should contact regarding the preclaim account.
54. **Contact's #:** Provide the phone # (including area code) the borrower should use to reach the borrower contact.
55. **Prepared By:** Provide the name of the person or unit responsible for answering questions about information provided on this form.
56. **Preparer's #:** Provide the phone # (including area code) where the preparer may be reached.